

Portal Authority Board of Directors

MINUTES

Portal Authority Board of Directors Monthly Meeting

November 4, 2004

1:30pm – 4:00pm

Legislative Services Building

200 East 14th Avenue

Hearing Room A, 1st Floor

Denver, CO

I. Call to Order: 1:35pm, Senator Ron May, Vice-Chairperson

A. Roll Call

Attendees: Arrowsmith, Cadman, Cooke, Feingold, Jenik, Marroney, May, Sobanet, L. Williams, T. Williams

Excused: Donetta Davidson

Absent: Jeff Wells

Notes transcribed by Abigail Rudd, Governor's Office of Innovation and Technology.

B. Introduction of Audience

II. Approval of September 2, 2004 and October 7, 2004 Minutes, Senator Ron May, Vice-Chairperson:

Vice-Chairperson May called for a motion to approve the September 2, 2004, Internet Portal Authority Board of Directors Meeting Minutes.

Motion: Greg Jenik motioned to approve the September 2, 2004, Internet Portal Authority Board of Directors Meeting Minutes.

Tambor Williams seconded the motion.

The motion was approved unanimously.

Vice-Chairperson May called for a motion to approve the October 7, 2004, Internet Portal Authority Board of Directors Meeting Minutes.

Motion: Jack Arrowsmith motioned to approve the October 7, 2004, Internet Portal Authority Board of Directors Meeting Minutes.

Greg Jenik seconded the motion.

The motion was approved unanimously.

III. Committee Reports

A. Legal Committee, Tambor Williams

Tambor Williams reported that the Legal Committee received four RFPs from law firms that wish to represent the Statewide Internet Portal. The Legal Committee will evaluate all four RFPs.

B. Financial Committee, Henry Sobanet

Henry Sobanet reported that due to inclement weather, the Financial Committee's meeting with Bob Lee, Chief of Staff, was cancelled and has yet to be rescheduled. Funds have been allocated to the portal for seed money (approximately \$140K in bank account with Treasury).

C. Business Committee, Michael Cooke

Michael Cooke reported that the Business Committee has completed work on the portal integrator RFP. Approximately thirty questions/comments/suggestions were received and changes were made when appropriate. The RFP was posted on October 29, 2004. Questions will be answered until November 12, 2004. The Business Committee will host a pre-bid meeting on November 12th, 2004, from 1:00-3:00pm, in Hearing Room A of the Legislative Services Building.

Action Item: Business Committee to email matrix of received questions/comments/suggestions to entire Authority, to include the names of companies that responded to RFP.

The Business Committee is in the final stages of completing the IV & V RFP. There will not be a pre-bid meeting for IV & V RFP; however, questions/comments/suggestions may be submitted to the Authority via email. The IV & V RFP will coincide with the timeline to award a contract for the portal integrator.

D. Personnel Committee, Representative Bill Cadman

Rep. Bill Cadman reported that the Personnel Committee has received seven resumes for those interested in the Interim Executive Director position. The Personnel Committee will review all seven candidates and submit their top 3 candidates to the entire Authority to interview and then discuss.

IV. Old Business

Senator May will not be going to Kansas this weekend as originally planned. The purpose of this trip was to visit NIC, Kansas's portal integrator, to discuss the relationship between their portal board, their Executive Director, and the portal integrator (NIC). This meeting may result in a conflict of interest; therefore, Senator May will revisit this trip Spring 2005.

V. New Business

Leroy Williams reported that the annual CIMA Conference is being held November 16-18, 2004, at the Wyndham Hotel in Colorado Springs, CO. Michael Cooke added that the Portal Authority has been invited to participate on two panels: one on November 16th and one on November 17th. Those interested in participating should contact Chairperson Davidson with their availability.

Senator May and Rep. Cadman will not be at the December meeting of the Portal Authority Board of Directors, as they will both be in Washington, D.C. participating in the ALAC meeting.

VI. Agenda Items for Next Meeting

Next meeting is scheduled for:

Thursday, December 2, 2004

1:30pm-4:00pm

Legislative Services Building, 200 East 14th Avenue

Hearing Room A (first floor)

VII. Adjournment-Part A

Motion: Vice-Chairperson May motioned to adjourn the November 4, 2004, first portion of the regular meeting of the Statewide Internet Portal Authority Board of Directors.

Tambor Williams seconded the motion.

The motion was approved unanimously.

The first portion of the regular meeting adjourned at 1:55pm.

Executive Session resumed at 2:00pm.

VIII. Executive Session

Notes are private.

IX. Executive Session Ends – Second portion of regular meeting resumes

The Authority voted to end the executive session for the purpose of entertaining motions.

Motion: Michael Cooke moved acceptance of the Business Committee's recommendation to have an "Evaluation/Selection Subcommittee," consisting of the following individuals: Jack Arrowsmith, Tina Camblin, Greg Jenik, Ron Ozga, Gregg Rippey, Jeff Sherrard, and the interim Executive Director, follow the State of Colorado's procurement rules to select a portal integrator.

Bob Feingold seconded the motion.

The motion was approved unanimously.

Motion: Michael Cooke moved to empower the Legal Committee to select legal representation for the Statewide Internet Portal.

Gerald Marroney seconded the motion.

The motion was approved unanimously.

Motion: Michael Cooke moved acceptance of the Personnel Committee's recommendation to submit top 3 candidates for Interim Executive Director position to entire Authority to interview and then discuss. Personnel Committee to make final decision.

Jack Arrowsmith seconded the motion.

The motion was approved unanimously.

Motion: Representative Bill Cadman moved to schedule a Portal Authority Board of Directors meeting, for the purpose of Executive Session only, on Wednesday, November 10, 2004, at 10:00am, re: Interim Exec. Director.

Henry Sobanet seconded the motion.

The motion was approved unanimously.

Abby Rudd to confirm location (Hearing Room A of the Leg. Services Bldg.).

X. Adjournment-Part B

Motion: Henry Sobanet moved to adjourn the November 4, 2004 meeting of the Statewide Internet Portal Authority Board of Directors.

Leroy Williams seconded the motion.

The motion was approved unanimously.